



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON-MIAMI  
3511 NW 91st Avenue  
MIAMI, FL 33172-1217

SOGM-CO

1 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG-M), Policy Memorandum Number 9-  
Photographic Support

1. Purpose. To outline responsibilities and provide guidance for photography studio services.
2. References
  - a. DA Pamphlet 25-91, Visual Information Procedures, 3 February 2000
  - b. DA Regulation 640-30, DA Photographs for Personnel Files, 1 October 1991
  - c. DA Regulation 25-1, Army Information Management, 31 May 2002
  - e. DA Regulation 670-1, Wear and Appearance of Army Uniforms and Insignias, 1 Jul 2002
  - f. MILPER Message Number 02-252
3. Applicability. This policy applies to military and civilian personnel assigned and/or attached to USAG-M. It also serves as photography support guidance to members of the U.S. Southern Command (USSOUTHCOM), its component and tenant organizations.
4. Policy. Service members will ensure their official photographs are updated, as dictated by their respective Service requirements. The Air Force and Coast Guard do not routinely require official photos. The Navy and Marine Corps do require photos, but permit use of locally available photo facilities. The Army requires its official photos to have the mandatory Defense Visual Information Activity Number (DVIAN) printed in the photo. The DA photo at the Headquarters USSOUTHCOM building provides photographic support as follows:
  - a. In accordance with reference 1e above, Section II, paragraph 10-3, customer may request still Photography products and services in support of official requirements for the following functions and purposes:
    - b. Awards, promotions, enlistments, and similar ceremonies (subject to availability of resources). Customers are encouraged to plan for group rather than individual ceremonies.
    - c. Group photographs of three or more persons together taking part in an official event or serving in an official capacity as part of the historical record.
    - d. Command-sponsored events and VIP visits.

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5. The customer must submit a work order, DA Form 3903-R to the VI Branch, Thurman Building (USSOUTHCOM HQ), Room 1503, a minimum of 24 hours in advance. To ensure proper scheduling of the photo shoot, the customer will provide the following information:

- a. Event date, time, location, and type (such as retirement or promotion ceremony).
- b. Name, phone number, and E-mail address for the primary and alternate POCs.
- c. For other than DA photos such as special events and/or projects, the VI Branch chief will serve requests by priority level, with the command group having the highest priority, then directorates and staff sections. A flag or general officer, director, or commander must be present or host the event requiring photographic support. Requirements below directorate level will be supported subject to availability of resources.
- d. The VI photographer will do the following:
  - (1) Contact the event's POC to verify and coordinate support requirements.
  - (2) Select the best representative photographs to provide to the customer.
  - (3) Negatives are the property of the VI Branch and will be archived. The VI photographer will not provide contact prints to the customer for selection, nor will more than two prints be provided per selected frame.
- e. The USSOUTHCOM Public Affairs Office (PAO) covers newsworthy events or events with journalistic value. Customers will coordinate still photography support of command information value with the PAO, Thurman Building, Room 1240, and phone 305-437-1213.
- f. The USAG-M Photography section is responsible for all official Department of Defense (DoD) photos. These include military personnel file photographs, official portraits of civilians GM/GS-15 and above, commissioned officers colonel and above, and special recognition portraits such as Person of the Quarter, and Department of the Army photos. In absence of technical errors on behalf of the DA photographer, a re-shoot will not be taken.
- g. Personnel assigned to Security Assistance Organizations (SAO) and MILGRPs are responsible for updating official photographs prior to reporting to SAO.
  - (1) SCJ1 will ensure special instructions for official photographs are contained in the requisitions for members assigned to SAO prior to reporting for duty.
  - (2) SAO commanders must ensure inbound Army personnel are made aware, through the sponsorship program, that photographic studio with DVIAN photo facilities do not exist.



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downrange. In that regard, sponsors will advise inbound personnel to update their photographs prior to departure from their last duty stations.

(3) Obtaining official photographs after arrival at SAO.

(a) Personnel with planned temporary duty (TDY) to locations with official photography services (e.g., HQ SOUTHCOM, NAS Roosevelt Roads, Fort Buchanan, PR) are encouraged to update their official photographs during period of temporary duty.

(b) In accordance with AR 640-30, paragraph 4a(5), Commanders may not authorize permissive TDY for service members to update their official photographs.

6. To schedule an appointment for official photo shoots of personnel locally assigned or attached to USSOUTHCOM, contact Mr. Juan Chiari and/or Mr. Joel Herard at DSN 567-3719, Monday through Friday (The DA photo studio is located in the Thurman building, room 1503).

  
FRANCISCO J. PEDROZO  
COL, USA  
Garrison Commander

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